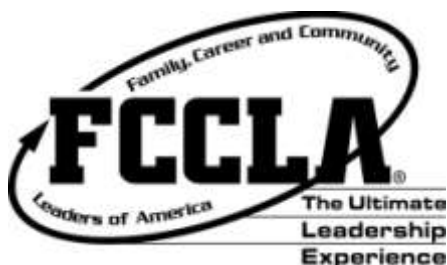




*Wisconsin FCCLA
2010
SLC STAR Events*

*Congratulations!
You're Going To Be A
STAR Event
Room Consultant!*

So What Does That Mean?








Prior to Arriving at Kalahari

Room Consultants will want to pack:

- 1. STAR Events manuals*
- 2. Copy of this room consultant document*
- 3. Calculator*
- 4. Stop watch.*

Room Consultants will:

-  *Become familiar with the guidelines and assessments for assigned event.*
-  *Make arrangements to attend Room Consultant Announcements at one of the following times:
6:30, 7:00, or 7:30 PM*
-  *Review Points Summary Form used for each event except Culinary Arts & Pastries | Baked Goods*
-  *Make arrangements to pick up event participant's sing-in form either Tuesday PM or Wednesday AM*
-  *Confidential materials will be available to RC Wednesday AM between 9:15 & 10:00 AM*

Tuesday Room Consultant Announcements

Attend One Session

6:30, 7:00, 7:30 PM

Upon arrival room consultants will:

- 1. check in with Chelsea Anderson, STAR Events Assistant*
- 2. be seated for PowerPoint slides and announcements*
- 3. pick up room consultant materials from STAR Events Center at back of room*

New for 2010 SLC

- 1. STAR Event Participants will be signed-in by WJ FCLLA alumni – room consultants not present for this process*
- 2. Room Consultants pick up their event sign-in list either:
 - a. Tuesday between 8:15 to 9:00 PM*
 - b. Wednesday between 9:15 to 10:00 AM**



STAR Event Participants

Announcements

6:00, 6:30, 7:00, 7:30 AM

Members competing Tuesday evening:

- Event time schedules will be emailed to chapter adviser prior to SLC*
- Stop at STAR Events table located in conference registration area*
- At table read over STAR Event Participants announcements & sign-in for event*

All Wednesday STAR Event Participants will:

- Attend participant announcements at one of the times listed above*
- After listening to announcements get participant name badge authorized*
- Report to STAR Events Center in back of room to sign-in for your specific event*
- Only members with authorized name badges will be allowed to sign-in*
- All team members must be present during this sign-in process*

Display Set-Up Tuesday between 7:00 to 9:00 PM

The Day | Night of the Event
Arrive at Event Room by 9:30 AM

Prior To Starting:

- ☐ *Post time schedule outside room*
- ☐ *Work with regional rep to review their role*
 - *Designate a timer*
 - *Designate a doorkeeper*
- ☐ *Arrange room for event*
 - *Only evaluators are seated at main table*
 - *Room consultant seated to side and back of room, or outside door to room*
- ☐ *Organize the event materials*
- ☐ *Confirm the names of participants on time schedule match the names printed on Event Worksheet*
- ☐ *Meet and greet evaluators*
- ☐ *Discuss consensus building with evaluators*



Throughout Day | Night:

- ☐ *Keep evaluators on schedule*
- ☐ *Encourage evaluators to use pencil*
- ☐ *Written comments may be placed on back of Rubric or rating sheet*
- ☐ *RC completes Points Summary Form for each entry (exceptions Culinary Arts & Pastries)*
- ☐ *Collect Rubric or rating sheets after each presentation:*
 - *Review for blank score boxes*
 - *Circled # or shaded bubble needs to match number in score box*
 - *Double check addition*
- ☐ *Record all scores on Event Worksheet. Average scores to establish a final score. Do not round off numbers.*
- ☐ *No results disclosed to participants*
- ☐ *All Portfolios, Binders, participant folders are turned into TAB Room*



The Day | Night of the Event

Prior to Adjournment of Evaluators:

- ☐ It is now time to determine award placement
 - Work together to make sure there are not ties among the top 3 placements
 - The evaluation team is responsible for breaking ties
 - In national events top ranked entry(s) will qualify for national competition
- ☐ Secure evaluator's signature on all results
- ☐ Check for overly negative comments. If necessary, talk with evaluator to adjust tone.
- ☐ Each event and category Rubrics / rating sheets are placed in file folder labeled for that purpose. Do not combine categories into one folder, even if there is only one entry. For example, keep Applied Tech Jr. in separate folder from Applied Tech Sr. and Applied Tech Occupational.
- ☐ Fill in national qualifier form (green) or state top participant form (gold/yellow).



Award Decisions

As per WI FCCLA STAR Events manual, page 24:

"At the state level, a STAR Events Review Panel is responsible for reviewing the Point Summary Forms. This panel relies on input from the WI STAR Events Manager and the specific event room consultant. If necessary, the Panel will adjust the total average score and the resulting award."

As per WI FCCLA STAR Events manual, page 25:

"In all situations, the decisions of the evaluators are final. The scores assigned by the evaluators on the rating sheet will not be altered."

Run-Off Procedure

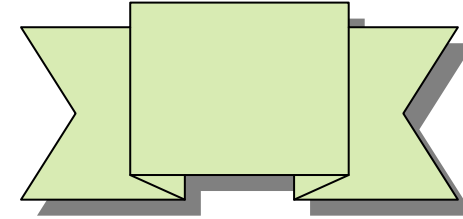
When parallel events are held at two, or more, sites a Run-Off Procedure will be followed. These steps are listed in a separate document.

Tab Room Check-In

Room Consultant will prepare the following materials prior to arriving at the Tab Room:

- *Rating sheets for each entry clipped together with Points Summary Form on top*
- *Completed Events Worksheet*
 - *Write "No Show" when members did not participate*
- *National qualifiers designated on green form*
- *Top state participant designated on gold/yellow form*
- *All STAR Event participant's folders | portfolios | binders will be turned in*
- *Supplies | support materials*

Please sort these materials prior to arriving at the Tab Room "check in" table.



Thanks!

There's a rare and special quality
In the way some people live . . .

However busy they may be,
They still have time to give.

Anything you ask or need,
They'll do their very best.

No matter what the task is . . .
Or how simple the request.

Kindness just comes naturally
To this rare and selfless few.

Special, giving people - -
People just like you!